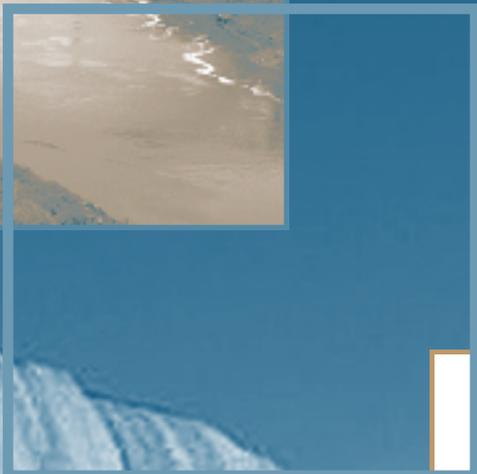
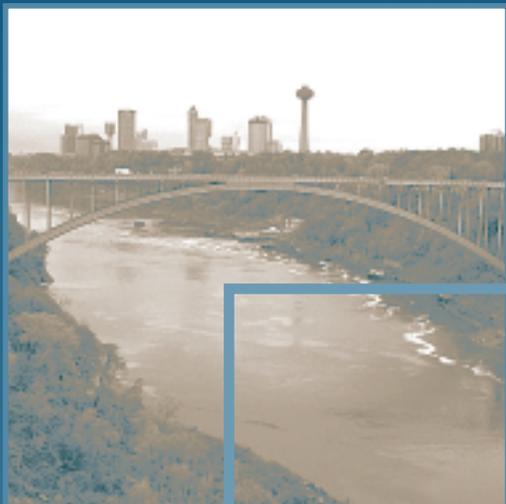


U.S. Environmental Protection Agency

Call For Presenters

2005 Community Involvement
Conference and Training



Building Bridges
Through Strong
Partnerships

July 12-15, 2005
Buffalo, New York



Proposals due December 17, 2004
<http://www.epancic.org/2005>



At the 2005 U.S. Environmental Protection Agency's (EPA) Community Involvement Conference and Training, to be held in Buffalo, New York, we plan to explore experiences and opportunities for "building bridges through strong partnerships." The emphasis for the 2005 conference is on building stronger, more productive community partnerships between both EPA and community groups, and EPA and its local, state, federal and tribal stakeholders. In doing so, we can help meet our common goal of providing safe and clean communities in which to live, work, and play.

The 2005 conference will create a unique opportunity for a wide array of stakeholders to come together to share how EPA and its partners are involving communities in the protection of our air, water and land. We will share and learn about our respective challenges and needs, and strengthen the partnerships that are so critical for success in achieving environmental and quality-of-life goals.

About the Conference

Who Should Attend: This annual conference is designed for EPA staff and their partners who plan and implement community involvement, partnership, stewardship, outreach and education programs. We expect over 400 people to attend the conference.

Structure: The conference is held over four days and includes about 40 concurrent sessions (90-minutes each), 14 open time presentation/discussion sessions (50-minutes each), and six to ten four- or eight-hour training sessions. All training sessions are held on the last two days of the conference. The conference also includes three plenary sessions with keynote presentations, two poster sessions, several field trips, evening social activities and an exhibit room.

Join with community groups, government or other partners to submit a presentation proposal.

Share This With Your Colleagues

Please share this *Call for Presenters* with your colleagues within and outside of EPA. We want to hear from diverse presenters about their approach for developing and embracing multi-stakeholder partnerships in support of more effective environmental community involvement initiatives.

About the Presentations

Presentation Types: This conference provides a unique educational program that includes a variety of presentation topics and types and offers numerous opportunities to share information. We are seeking proposals that share successful approaches or lessons learned; tell a story of overcoming challenges; bring together a panel to present diverse perspectives; provide hands-on examples of techniques and tools; offer opportunities for exercises and role-playing; and/or encourage interactive discussions. When developing your presentation proposal, consider joining with citizens and community groups, as well as with local, federal, state and tribal partners.

Presentation Length: You can choose from among several options for the length of your presentation, including:

- Ninety (90) minute presentation, case study, panel discussion, or interactive exercise.
- Fifty (50) minute "open time" presentation/discussion session. For the first time this year we are accepting early proposals for a limited number of open time sessions. Additional open time topics will be proposed at the conference, as we have been doing for the past several years.
- Four- or eight-hour training session to teach a basic, intermediate or advanced skill.
- Three-hour field trip to show how partnerships or public participation can positively impact communities.

Proposals due December 17, 2004

Presentation Topics

Our goal is to offer participants original, engaging and interactive presentations, so please be creative in designing and preparing your presentation. We hope to meet the needs of all participants by offering sessions for participants who are new to the field and interested in basic information and tools, as well as those who are more experienced and interested in advanced information and techniques.

Share with conference participants your expertise about needs and challenges you have faced in your community outreach efforts, especially as it relates to building strong, productive partnerships. Or illustrate how your concept enriches public participation or community involvement, public accessibility to information, partnerships, environmental education and outreach, or stewardship. For example, consider topics such as:

- **Promoting and supporting community-led initiatives:**

Achieve early success with a project that gains support from EPA, local leaders and the public.

Find and assist a local champion who has led or can lead locally led initiatives.

Sustain community projects by empowering communities to assume control and responsibility.

Educate communities to sustain projects and activities once government funding declines.

Determine the appropriate role of EPA and its partners in community-led projects and how to best support these projects.

- **Building government networks/partnerships or public-private partnerships:**

Establish and maintain partnerships.

Engage and involve the public as stakeholders and partners in environmental issues and decisions.

Collaborate between regulatory agencies for inter- and intra-agency efforts or for multi-media initiatives.

Identify potential partners, key audiences, and major stakeholders.

Connect and work effectively across government and community groups to ensure all key players are involved.

- **Providing tools, technologies, approaches, activities, or case studies related to outreach, public education or community involvement:**

Evaluate the effectiveness of community involvement or public outreach/education projects.

Design and implement initiatives for environmental justice, cross-cultural or tribal issues and concerns.

Develop effective approaches for involving or communicating with diverse audiences.

Inform and educate targeted audiences to change behavior.

Present technical concepts or ideas to non-technical audiences through easy-to-understand presentations, documents, exhibits or models.

Please refer to the Proposal Evaluation Criteria (next page) for more details when developing your proposal.

Proposals must be received by Friday, December 17, 2004

Other Opportunities to Participate/Present at the Conference

If submitting a formal presentation does not interest you, there are several other options for you to “present” at the conference.

- You can propose a topic for an open time presentation/discussion session at the conference. These impromptu 50-minute informal sessions are held twice during the conference and allow participants to meet and discuss various topics not included on the agenda. Any conference participant can suggest an open time topic.
- You may prepare and submit a poster for the conference poster session. As a poster author, you will have an opportunity to discuss your poster topic with participants during two scheduled poster sessions.
- You can display an exhibit in the conference exhibit room.

Proposal Evaluation Criteria

All proposals must be submitted in writing and conform to the application instructions. Proposals will be evaluated on all of the listed criteria. These criteria were developed to ensure that each presentation will be meaningful to the participants. Successful presentation proposals will:

- Contribute to EPA's commitment to finding ways to foster and encourage community involvement, partnerships, outreach, stewardship and/or environmental education.
- Be relevant to emerging community involvement/outreach challenges and demonstrate how the challenge was met.
- Involve presenters with diverse backgrounds.
- Be interactive and engage the audience.
- Have goals that are clearly specified and achievable for the length of the proposed session.

For training proposals, two additional criteria will be used. These proposals will:

- Enhance the skills of participants and/or provide participants with useful tools.
- Demonstrate that the presenters have experience making successful public presentations.

What You Need to Know About Being a Presenter

Session Length: Conference concurrent sessions are 90 minutes in length. The open time presentation/discussion sessions are 50 minutes long and will be held on two separate days of the conference. Training sessions are either four or eight hours and will be held **only** on Thursday afternoon, July 14, through Friday morning, July 15.

Registration: All presenters and co-presenters must register for the conference. All non-EPA speakers are responsible for paying a registration fee, which is used to pay for conference refreshments (the fee is expected to be \$130-\$150 for the full conference, \$65-\$75 for two-days and under \$40 for one day). The conference fee is discounted for presenters (typically half of the registration fee).

Travel Reimbursement: Environmental Management Support, Inc. (EMS), EPA's conference planning contractor, has limited funding to reimburse the travel-related expenses for *no more than two* expert speakers for 90-minute sessions and one for 50-minute sessions (non-federal government presenters only). These expert speakers must arrange and pay for all their travel-related expenses up front and will be reimbursed for expenses after the conference. If you are requesting travel reimbursement for yourself or other co-presenters, complete the appropriate section of the application form. EMS will determine which speakers will be reimbursed. Speakers who have requested travel reimbursement will be notified by April 1, 2005, if their request has been approved.

Audio-Visual Equipment: Presenters are encouraged to use a computer and LCD projector to show all of their presentation materials. Computers with PowerPoint viewer software (or other needed software) and LCD projectors **will be** provided for all presentations. Requests for additional audio-visual equipment will be considered on an individual basis. If additional equipment is needed, please note your equipment request on the application form.

If requested by May 20, 2005, support will be provided to presenters who need help converting their materials to the PowerPoint format. All final electronic presentation materials must be submitted by June 20, 2005.

Submit Proposal Application On-line

You can complete an on-line version of this application at the 2005 conference web page at <http://www.epancic.org/2005>. Or you can complete your application in WordPerfect or Microsoft Word and submit it by email. Templates containing the proposal application may be obtained from the conference web page. Or you can request these documents from our conference coordinator, Environmental Management Support, by sending an email to ciconference@emsus.com or by calling 301-589-5318.

Proposal Submission Process/Schedule	
October 15 - December 17, 2004	Complete and submit proposals using the enclosed application form or the on-line application form available at http://www.epancic.org/2005 .
December 17, 2004	Submit proposals by this due date.
December 17-31, 2004	Receive an email acknowledgment of your proposal.
February 27, 2005	Notified if presentation is selected.
March 15, 2005	Receive official notification letter, which is sent to the primary contact listed on the proposal.
April 1, 2005	Notified by EMS whether travel reimbursement request is approved.
June 20, 2005	Submit electronic copies of presentation materials to EMS. Confirm additional equipment needs/room setup with EMS.
July 12-15, 2005	Attend 2005 U.S. EPA Community Involvement Conference and Training in Buffalo, New York.

Proposals due December 17, 2004

Conference Contacts

For more information, contact any one of the following people:

Community Involvement Conference Coordinator

Environmental Management Support
8601 Georgia Avenue, Suite 500
Silver Spring, MD 20910
Phone: 301-589-5318 Fax: 301-589-8487
Email: ciconference@emsus.com

Trina Martynowicz, 2005 EPA Conference Co-Chair

Office of Solid Waste and Emergency Response
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW (5106G)
Washington, DC 20460
Phone: 703-603-0051 Fax: 703-603-0043
Email: martynowicz.trina@epa.gov

Chris Stoneman, 2005 EPA Conference Chair

Office of Air and Radiation (C439-04)
U.S. Environmental Protection Agency
Research Triangle Park, NC 27711
Phone: 919-541-0823 Fax: 919-541-0942
Email: stoneman.chris@epa.gov

Pat Carey, 2005 EPA Conference Co-Chair

Office of Solid Waste and Emergency Response
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW (5204G)
Washington, DC 20460
Phone: 703-603-8772 Fax: 703-603-9100
Email: carey.pat@epa.gov

Presentation Information

1. How long is your proposed presentation? Please choose only **one** of the following:

Concurrent Session: (90 minutes only)

Open Time Session: (50 minutes only; fewer than four of these sessions will be selected)

Training Session: Four hours or Eight hours

Field Trip: _____ hours (please provide the time needed, not to exceed three hours)

2. Please describe how you will present your session (i.e., lecture, panel, participant discussion, interactive exercise/role play or combination of approaches).

3. Instructional Level: We are looking for a wide variety of topics appropriate for varying levels of experience among the conference participants. Some participants are new to the field, while others are more experienced people who would like to attend sessions that offer new or more advanced information. We encourage submissions at the intermediate or advanced instructional levels. Please indicate on the form the instructional level of your presentation.

Novice Intermediate Experienced

4. Please indicate the environmental media/topic(s) that your presentation addresses:

Air Waste Environmental Justice Water Environmental Education Other _____

5. Briefly describe your session using no more than **250 words** (approximately half of a page). If your presentation is accepted, this description will be printed in the conference program and posted on the conference web page. It is important that this description match the intended presentation.

6. What will participants learn in your session? Please list clearly and concisely the key learning objectives or messages from your presentation (no more than 50 words).

7. How will you engage your audience and encourage their participation in your presentation? Explain, using no more than **75 words**, how you intend to interact or promote discussion with the audience. Be specific.

8. What audiovisual equipment will you require for your presentation?

Note: Computers with PowerPoint viewer software and projectors **will be** provided for all sessions. Presenters are encouraged to use this equipment to show all of their presentation materials. If needed and requested by May 20, 2005, support will be provided to presenters to convert their materials to the PowerPoint format. Conference organizers are planning to produce and distribute presentation proceedings in electronic distribution formats. All final electronic presentation materials must be submitted by June 20, 2005.

Flip Chart (How Many? ____) Note that flip chart information will not be recorded for the conference proceedings.

VCR DVD Player

Other _____ (Requests for additional equipment will be considered on an individual basis.)

9. Add the following statement to the end of your proposal:

“With the submission of this proposal, I acknowledge that EPA reserves the right to record any portion of my presentation for later reproduction and distribution to conference participants. I shall provide to conference organizers copies of presentation materials in an electronic format, for inclusion on the conference proceedings web page. I also recognize that I am required to register for the conference and, if necessary, pay a discounted registration fee (non-EPA presenters only).”

10. Sign and date your proposal, and submit it via mail, fax or email by *close of business on Friday, December 17, 2004*, to the CI Conference Coordinator:

Environmental Management Support, Inc.
8601 Georgia Avenue, Suite 500
Silver Spring, MD 20910
Phone: 301-589-5318; Fax: 301-589-8487
Email: ciconference@emsus.com

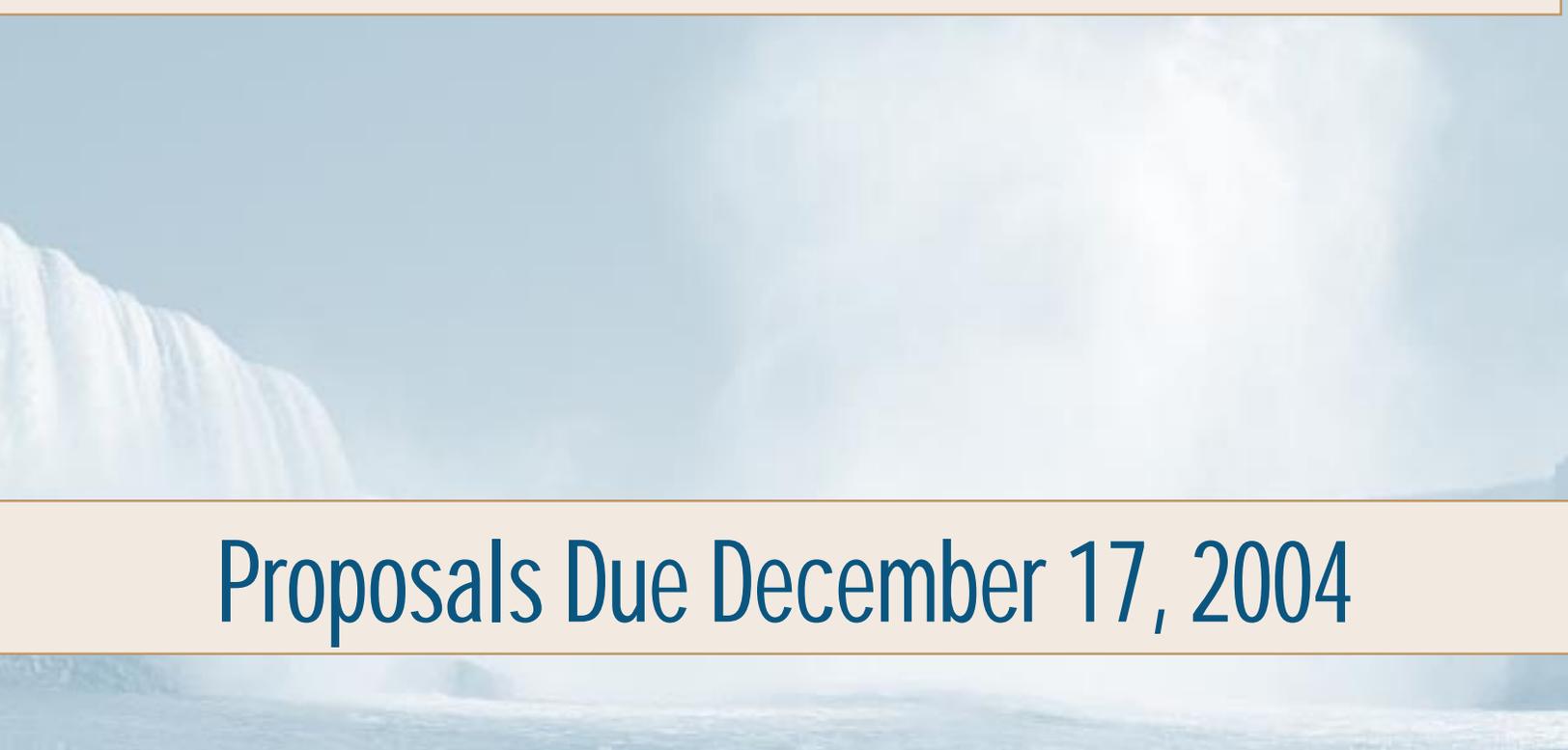
**Apply on-line or find this proposal
application at [http://
www.epancic.org/2005](http://www.epancic.org/2005)**



United States
Environmental Protection
Agency (5204G)
Washington, DC 20460

Official Business
Penalty for Private Use \$300

First Class Mail
Postage and Fees Paid
EPA
Permit No. G-35

A large, scenic photograph of a waterfall cascading over rocks into a pool of water. The sky is bright and slightly hazy. The image is framed by thin orange horizontal lines above and below it.

Proposals Due December 17, 2004